



City of Woodstock
12453 Highway 92
Woodstock, GA 30188
(770) 592-6000

EMPLOYMENT APPLICATION ADDENDUM
CITY OF WOODSTOCK

Please type or print using black ink

DATE RECEIVED IN OFFICE ____/____/____

PERSONAL INFORMATION

Name: _____
(Last) (First) (Middle)

Present Address: _____
(Number) (Street) (City) (State) (Zip)

Home Telephone: _____ E-Mail Address _____ Cell/Business Telephone: _____

Position applied for (please submit a separate addendum for each position applied for online):

Title: _____

GENERAL INFORMATION

In accordance with the Immigration Reform and Control Act of 1986, proof of authorization to be employed will be required of all prospective employees. Failure to establish such proof will prohibit or discontinue employment.

Have you ever been convicted and/or plead nolo contendere and/or plead guilty for felony or misdemeanor violation of Federal, State, County or Municipal law, regulation or ordinance other than misdemeanor traffic violations. Failure to list convictions may result in later dismissal.

() Yes () No

If you answered yes, provide type of conviction, date of conviction and State.

Note: A conviction record will not be a barrier to employment unless the conviction is directly related to the position.

Have you ever been a defendant in a lawsuit for an intentional tort? [] Yes [] No

What was the disposition of that lawsuit?

DRIVING HISTORY

Please complete this section if applying for a position that requires operation of a vehicle or equipment.

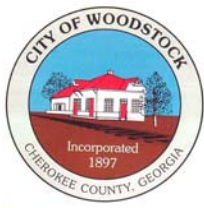
Do you have a valid driver's license?	Which State?	Drivers License Number:	Date of Expiration
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Have you incurred any traffic charges within the last three (3) years? Do not include parking tickets. () Yes () No

If yes, give dates and type of charges.

I hereby direct the Department of Public Safety of Georgia, or any other authorized agency to whom this authorization may be presented, to release the City of Woodstock an abstract of my driving record for the past three-year period to be reviewed by the City of Woodstock for the use in processing my employment application and determining my suitability for various job assignments.

Signature _____



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APPLICANT'S STATEMENT

I certify that the information given in this application is true and complete to the best of my knowledge. I understand that this application is not a contract of employment. I further understand that should employment be offered, my employment and compensation may be terminated with or without cause at any time by either the city or myself. I understand that submission of this application in no way assures me a position and that no city representative has the authority to enter into any employment agreement with me contrary to the foregoing.

I understand that if employed to a City position, misrepresentation or omission on this application shall be considered cause for dismissal.

I authorize the release of high school and/or college transcripts, information concerning my previous employment, and any information my former employers may have pertinent to this application and the employment procedures of the City of Woodstock. I give the employer the right to contact and obtain information from all references, employers, and educational institutions to verify the accuracy of the information contained in this application. I release all parties from all liability for any damage that may result from requesting, providing, processing, retaining, or releasing any information about me. Either a photographic or photostatic copy of this authorization shall be as valid as the original.

I understand that resumes, letters of reference, etc., submitted with the application become property of the City of Woodstock and cannot be returned. The information I have provided on the application is subject to public disclosure under the Georgia Open Records Act.

I understand that the use of narcotics and alcohol is strictly prohibited at the City and that anyone who transports or allows to be transported any narcotic or non-prescribed drugs may result in immediate discharge. I understand that if the City has a reasonable suspicion to believe that I am under the influence of an alcoholic beverage or narcotics and/or non-prescription drugs or if I am involved in an accident that I may be required to take a physical examination and/or drug screen (blood, hair or urinalysis) to be performed by a duly licensed medical doctor or facility. I also understand and agree that refusal to take such a test will result in immediate termination of my employment.

In event of my employment to a position with the City of Woodstock, I will comply with all policies and procedures or rules and regulations as set forth by the City.

By signing this application, I hereby acknowledge that I understand and agree to all provisions outlined herein.

Signature _____

Date _____

The City of Woodstock is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.